

Flow 2 - Speaker meeting

(Ipsen organized meeting with external Speaker)

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Invitation
Slides and materials presented approved in Comando (Comando number)
Speaker contract with Speaker brief and FMV rate calculation (Speaker cannot speak solely to HCPs in his own department at a hospital)
Selection criteria for Speaker
Detailed congress/event agenda* (final agenda showing speakers' names and slots)
Signed sheet of attendees
Evidence of Speaker performance (eg. photo, recording, HCP statement confirmed by Ipsen employee participating in that event)
Invoice for Speaker's travel if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoice for Speaker's accommodation if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoice for hospitality if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Proof of payment (PO number if payment records are available on request in financial/accounting systems and match is possible)

To be uploaded before the initiation of the event

To be uploaded after the event

*To be updated after the event, if changes occurred